

CLASS TITLE: DEPUTY CHIEF OF LEGAL SERVICES

Class Code: 02991200
Pay Grade: 37A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist a superior in the exercise of his/her duties with the responsibility for directing the work of a staff engaged in providing legal advice and services for the department; to participate in the formulation of overall policy and draft statements of such policies; as required, to perform legislative liaison functions for superior in order to insure that departmental decisions and policies are compatible with federal and state statutes and directives; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction a superior with wide latitude for the use of independent judgement and initiative; work is reviewed for results obtained and conformance to established policies, provisions of the laws, rules and regulations.

SUPERVISION EXERCISED: Assists a superior in directing the work of a staff composed of attorneys and stenographic assistants; reviews work in progress or upon completion for proficiency and conformance to law, rules and regulations.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist a superior in the exercise of his/her duties with the responsibility for directing the work of a staff engaged in providing legal advice and services for the department; to participate in the formulation of overall policy and draft statements of such policies; as required, to perform legislative liaison functions for superior in order to insure that departmental decisions and policies are compatible with federal and state statutes and directives.

As required, to assist in developing and planning a legislative program for all programs administered by the department.

To participate in the formulation of overall policy and draft statements of such policies.

To serve in a responsible professional capacity in the performance of legislative liaison functions in order to insure that departmental decisions and policies are compatible with federal and state statutes and directives.

To monitor all state and federal legislation and regulations either proposed or enacted, affecting directly or indirectly the department and its programs.

To analyze and interpret legislation and to prepare and present reports detailing the projected impact of such legislation on the department and its programs.

To review and evaluate departmental programs and policies in regard to legislation and to propose legislative changes.

To research, develop and draft required changes in legislation.

To provide information and consult with elected officials concerning the various programs of the department.

To represent the department in cases before federal and state courts.

To participate in the formulation and effectuation of overall legal policy.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the legislative process and the ability to analyze, interpret, research, write and explain federal and state legislation and directives affecting the department and its programs; a thorough knowledge of the department's programs, objectives, techniques and procedures and the ability to evaluate the effect of legislation on these programs; the ability to exercise judgement in making decisions in unusual cases involving legal matters; the ability to plan, organize, coordinate and direct the work of a staff of employees including attorneys engaged in handling departmental matters of a legal nature; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from an accredited Law School; and

Experience: Such as may have been gained through: employment in a responsible supervisory position within a legal services program involving the interpretation of law and the application of pertinent laws, rules, regulation, policies and decisions.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: Applicant must be a member of the Rhode Island bar and must maintain such membership as a condition of employment.

Class Revised: April 26, 1987

Editorial Review: 3/15/03